

APPLICATION CALENDAR

CREATIVE LINKS: POSITIVE ALTERNATIVES FOR YOUTH

Category	Application Receipt Deadline*	Earliest Project Beginning Date	Project Period
Creative Links: Positive Alternatives for Youth	June 1, 2000	Sept. 1, 2000	Sept. 1, 2000 through Aug. 31, 2001

***Note:** This is a **receipt**, not a **postmark** deadline. Complete application packages must be received at the Endowment no later than 5:30 p.m., Eastern Time, on the date listed above.

LATE APPLICATIONS AND APPLICATIONS THAT ARE DETERMINED TO BE INCOMPLETE
(I.E., LACKING ALL REQUIRED MATERIALS AND COPIES) WILL BE REJECTED.

If you have questions:

WRITE: Creative Links: Positive Alternatives for Youth
National Endowment for the Arts
Nancy Hanks Center
1100 Pennsylvania Avenue, NW
Washington, DC 20506-0001

VISIT: World Wide Web site at <http://arts.gov>

CALL: 202/682-5700



202/682-5496 Voice/T.T.
(Text-Telephone, a device for individuals who are deaf or hard-of-hearing)



Individuals who do not use conventional print may access these guidelines on the Web site or contact the Arts Endowment's Office for AccessAbility at 202/682-5532 for help in acquiring an audio recording of these guidelines.

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Inside back cover: Application Acknowledgment Card

MISSION AND GOALS



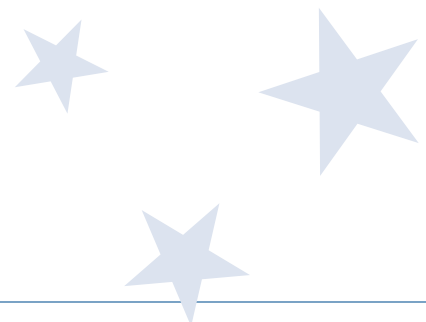
MISSION

The National Endowment for the Arts, an investment in America's living cultural heritage, serves the public good by nurturing the expression of human creativity, supporting the cultivation of community spirit, and fostering the recognition and appreciation of the **excellence** and **diversity** of our nation's artistic accomplishments.

GOALS

To fulfill its mission, the Arts Endowment has established the following goals:

- To broaden public access to the excellence and diversity of the arts.
- To foster opportunities for the creation and presentation of artistically excellent work.
- To strengthen the role of the arts in our nation's educational system and encourage lifelong learning in the arts.
- To preserve our nation's cultural heritage for the 21st century.
- To strengthen the organizational and financial capabilities of America's arts organizations.
- To help address the concerns of America's communities through the arts.
- To strengthen the Endowment's partnerships with the public and private sectors.



LETTER FROM THE CHAIRMAN

Dear Colleague:

In response to the need for meaningful programs that stimulate the imagination and creative growth of our children and young people, the Arts Endowment is implementing **Creative Links: Positive Alternatives for Youth**. This new leadership initiative will support partnerships between arts organizations and community groups to engage young people through the arts in ways that can transform their lives and enrich our communities.

A national research study has demonstrated that arts programs can increase academic achievement, help decrease youth involvement in delinquent behavior, and improve youths' attitudes about themselves and their future. Participation in the arts can lead to job and life skills, turn anger and confusion into creative expression, and provide young people with alternatives to violence.

The arts in a community are a boundless reservoir for providing young people with something dynamic and positive in their lives; they also open the doors for our youth to develop good relationships with adults and their peers. All sectors of a community—including businesses; educational and religious organizations; recreation and tourism interests; and public spaces and facilities—can play a valuable role in joining with artists and arts organizations to engage our youth. Partnerships, through which different interests seek common ground, are often an effective way of rallying a community and heightening awareness of the value of the arts in the lives of our youth and the community.

This initiative will pilot the Fast Track Grants aspect of the Arts Endowment's proposed FY 2001 Challenge America program. The Endowment will award approximately 150 grants of \$5,000 or \$10,000, using a simplified application and expedited application review. We encourage you to read the details of this funding opportunity on the following pages.



Bill Ivey
Chairman
National Endowment for the Arts

*Partnerships are the key element
of the Creative Links concept
and must be reflected
in every application*

The Endowment will award grants of \$5,000 or \$10,000, on a 1-to-1 matching basis, to support partnerships between arts organizations and community groups for artists' residencies that provide alternatives for youth. Funding must be used for residency projects where youth work with artists outside of the school day or school year. Projects are limited to:

- **Artists' residencies** in locations such as arts organizations, community centers, low-income housing projects, tribal communities, or juvenile facilities.
- **Artist-led programs** that provide facilities, project materials, equipment, and guidance during non-school hours.
- **Job training** for youth in conjunction with artists' participation.

For the purpose of this initiative, artists' residencies are defined as interactions that provide opportunities for young people to participate in and/or learn about arts disciplines from artists. Residencies also enhance the powers of perception and self-expression of the youth involved, and help them to acquire skills in concentration, individual discipline, and team participation. Projects generally should focus on youth participants in grades 6 through 12. Both existing and new projects are eligible.

Partnerships represent the key element of the Creative Links concept and must be reflected in every application. A partnership should represent a core group that is committed to working together and sharing and providing resources toward specific common goals focused on youth development. Partnerships may be new or may have existed before this program. They may include arts organizations, schools and educational organizations, businesses, government agencies, religious organizations, and civic and community organizations. Partnerships that involve arts organizations working only with other arts organizations are also eligible. The Endowment encourages applicants to think as broadly as possible about potential partners.

Inclusion of the artist's vision for the residency is fundamental to both the development and implementation of the project. Partner organizations should seek input from the artists during the conceptualization of the project.

The primary role of a project artist is to provide instruction or guidance for the youth participants. In addition, some time may be allotted for the artist to monitor the project activity, create work relevant to the residency, and/or participate in dialogue with the partner representatives about project activities.



The Arts Endowment is particularly interested in projects in underserved areas where individuals lack access to quality arts programs due to geography, economic conditions, education, ethnic background, or disability.

ELIGIBILITY

Each partnership must have a lead organization (also referred to as the "applicant") that submits the application and assumes full responsibility for the grant. This lead organization may be an arts organization or some other nonprofit or governmental entity that can help advance the goals of the Creative Links: Positive Alternatives for Youth initiative. When a non-arts organization is the lead organization, the partnership must include at least one arts or arts-active organization.

To be eligible, the lead organization must:

- Meet the "Legal Requirements" on page 23.
- Have been involved in youth arts programming for five years (since June 1995).
- Have staff, paid or volunteer, who can devote the time and effort that are required to accomplish the project.
- If a former grantee, have submitted acceptable Final Report packages on any completed Arts Endowment grant(s) by the Final Report due date(s).

Eligible applicants may serve as the lead organization for only one application. However, an organization may participate as a partner in other applications, as appropriate.

A state arts agency (SAA) or regional arts organization (RAO) may participate in a Creative Links: Positive

Alternatives for Youth project or serve as a fiscal agent for another organization that does not have its own nonprofit status, but otherwise meets the eligibility requirements. A minimum of two other partner organizations is required in cases where a SAA or RAO participates only as a fiscal agent and not as a partner organization. A SAA or RAO must pass on any grant funds to the other project partners or to the sponsored organization.

If eligible, a Creative Links: Positive Alternatives for Youth applicant also may apply under the Endowment's Grants to Organizations guidelines. In each case, the request must be for a project with costs that are distinctly different.

WE DO NOT FUND

Under these guidelines, funding is not available for:

- Commercial (for-profit) enterprises or activities.
- Construction, purchase, or renovation of facilities.
- Cash reserves and endowments.
- Fund raising.
- Direct grants to individuals. (While individual artists may not submit an application, they must be involved in Creative Links: Positive Alternatives for Youth projects and should be compensated for their participation.)
- Individual elementary or secondary schools directly. (Schools may participate as partners in projects, but may not serve as lead organization applicants. School districts are eligible lead organization applicants.)
- Costs for the creation of new organizations.

- The purchase of major equipment (defined for the purposes of these guidelines as equipment that costs \$5,000 or more and that has an estimated useful life of more than one year).
- Subgranting or regranting. (This requirement prohibits a grantee or lead organization from using Arts Endowment and matching funds to award its own grants to organizations or individuals that it selects. It does not prohibit the lead organization of a partnership from disbursing Arts Endowment and matching funds to other members of the partnership or to artists, arts organizations, and other not-for-profit entities that are involved in the project that is specified in the application. In addition, a fiscal agent that sponsors another organization that does not have its own nonprofit status, but otherwise meets the eligibility requirements, is not considered to be subgranting or regranting.)

APPLICATION REVIEW AND ANNOUNCEMENT DATE

Applications will be reviewed by a diverse group of outside arts experts and other individuals with broad knowledge in related areas. The Arts Endowment Chairman will make the final decision on all grant awards.

These will be fast-track grants: the Arts Endowment will use a simplified application and expedited application review to make its resources more accessible to a wide range of organizations. Organizations will be notified whether they are receiving a grant approximately three months after they apply; projects may start shortly thereafter (see the Application Calendar on the inside front cover).

REVIEW CRITERIA

The following criteria are considered during the review of applications (see "How to Apply" on pages 5 - 6 for the material that will be used for evaluation):

- **The artistic excellence** of the project, which includes the:
 - Quality of the participating organizations, including experience in arts programs which include or target youth participants.
 - Quality of the artists' work within their field and their experience in, or preparedness for, working with youth.
- **The merit** of the project and its partnership, which includes the:
 - Ability to use the arts to provide a creative and engaging experience for youth participants.

CREATIVE LINKS: POSITIVE ALTERNATIVES FOR YOUTH

...IS YOUTH WORKING WITH
ARTISTS OUTSIDE OF THE
SCHOOL DAY OR SCHOOL YEAR

- BEFORE OR AFTER SCHOOL
- ON WEEKENDS
- ON HOLIDAYS
- DURING SUMMER

- Quality of the proposed interaction between the partner organizations.
- As applicable, potential of the project to reach youth from underserved areas.
- Potential of the project to have a positive impact on the community.
- Feasibility of the plan and the ability of the partners to carry out the project.

GRANT AMOUNTS AND MATCHING FUNDS

Applicants may request either \$5,000 or \$10,000. Grants will be awarded for the amount requested or not at all. All Arts Endowment grants must be matched at least dollar-for-dollar by the grant recipient. For example, if you receive a \$5,000 grant, you must provide at least \$5,000 toward the project from other sources. These matching funds may be all cash or a combination of cash and non-cash donations. See page 18 for more information.

DEADLINE DATE

Complete application packages must be **received (not postmarked)** at the Endowment no later than 5:30 p.m., Eastern Time, on June 1, 2000.

PERIOD OF SUPPORT

The Endowment's period of support is September 1, 2000 through August 31, 2001. The project must occur any time between these dates.

GENERAL TERMS & CONDITIONS

Federal and agency requirements that relate to grants awarded by the

National Endowment for the Arts are highlighted in our General Terms & Conditions, which is sent to all grantees in the grant award package. (It also is available from the Arts Endowment's World Wide Web site at <http://arts.gov>.) Included is information on matching funds, reporting requirements, and lobbying prohibitions.

Organizations that receive a grant will be required to submit a Final Report to the Arts Endowment.

FUNDING OPPORTUNITIES

For information about other Arts Endowment programs visit our Web site at <http://arts.gov>, or call us at 202/682-5400.

- **Other Federal Programs.** Of particular interest is the NEA on-line publication Cultural Funding: Federal Opportunities, a research tool for those seeking funding at the federal level for cultural programming. The publication lists supporting agencies, examples of programs, and agency-specific tips.
- **State Arts Agencies.** You also may want to contact your state arts agency for information on additional resources within your state, and to seek referrals to experienced artists as you apply for a Creative Links: Positive Alternatives for Youth grant. A listing of these agencies can be found on page 21.

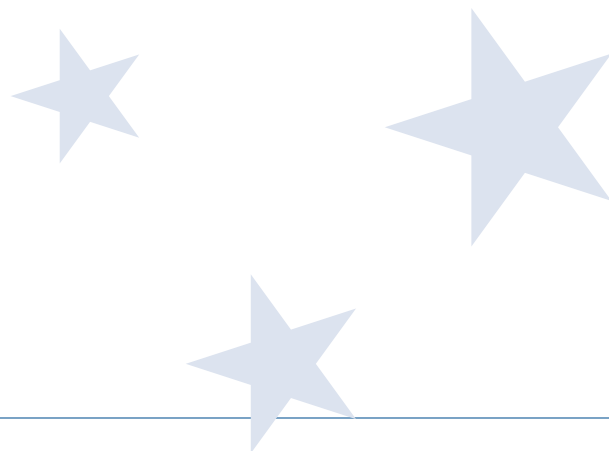
STANDARDS FOR SERVICE

The Arts Endowment has set the following standards for serving applicants. We pledge to:

- Treat you with courtesy and efficiency.
- Respond to inquiries and correspondence promptly.
- Provide clear and accurate information about our policies and procedures.
- Provide timely information about funding opportunities and mail available guidelines promptly.
- Promptly acknowledge the receipt of your application.
- Ensure that all eligible applications are reviewed thoughtfully and fairly.

We welcome your comments on how we are meeting these standards. Please address them to: Standards for Service Coordinator, Room 628, National Endowment for the Arts, Nancy Hanks Center, 1100 Pennsylvania Ave., NW, Washington, DC 20506-0001, 202/682-5408, e-mail: webmgr@arts.endow.gov, attention: Standards for Service.

For questions about these guidelines or your application, contact the Arts Endowment staff for Creative Links: Positive Alternatives for Youth at 202/682-5700.



HOW TO APPLY

The deadline listed in these guidelines is a receipt, not a postmark deadline.

Failure to properly label your application package may delay its delivery...

REMINDER: The deadline listed in these guidelines is a **receipt, not a postmark deadline**. Complete application packages must be received at the Endowment no later than 5:30 p.m., Eastern Time, on June 1, 2000. Late applications will be rejected.

Type or wordprocess all application materials using a 12 point or larger font. Submit all material on one side only, with margins of at least one inch on the top, bottom, and sides of all pages. All items (including the required number of copies of those detailed in items 3., 4., 5., 6., 7., and 8. below) must be included for your application package to be considered complete. Applications that are determined to be incomplete (i.e., lacking all required materials and copies) will be rejected.

Label your application package as shown below. Failure to label your application package properly may delay its delivery at the Arts Endowment, resulting in a late application. Send your application package to:

Creative Links:
Positive Alternatives for Youth
Room 726
National Endowment for the Arts
Nancy Hanks Center
1100 Pennsylvania Avenue, NW
Washington, DC 20506-0001

(Overnight Mail Zip Code: 20004)

Please submit your application material in the order and format noted below:

1. The completed *Application Acknowledgment Card* from the inside back cover of these guidelines.
2. **Two copies** of the *Internal Revenue Service determination letter for tax-exempt status* or of the official document that identifies the lead organization applicant as a unit of state or local government, or as a federally recognized tribal community or tribe.

Submit the material for the items listed below in five standard two-pocket folders. Label the cover of each folder with the name of the lead organization. Each folder should contain one copy each of items 3. through 8; clip the one set of Application Forms with original signatures to the front of one of the folders.

3. The **original** (i.e., a set with original signatures) and **five copies** of the *Application Forms* on pages 8-20. Instructions for those items that require explanation are on the form or on the page opposite the form in this booklet. When you photocopy your five copies of the completed Application Forms, be sure to copy only the forms and not the instruction pages.



All completed application forms must be mailed to the Arts Endowment in hard copy format as part of the application package. Application forms that can be filled out on a computer are available on the Arts Endowment's World Wide Web site at <http://arts.gov>.

Application forms also may be reproduced on a computer, but they must be accurate replicas of the actual forms. Do not add pages.

4. **Five copies** of a *one-page description of the lead organization's involvement in youth arts programming* since June 1995. This information documents the eligibility criterion that requires a minimum of five years of youth arts programming.
5. **Five copies** each of two *letters of commitment* to the project by two of your key collaborating partners. These letters must include information on the partners' roles and responsibilities. (If you have only one partner, provide five copies of that one letter.)
6. **Five copies** each of *letters* by one or two of the primary artists acknowledging their commitment to the project, and briefly describing their roles and key responsibilities. As relevant, these letters should discuss prior experience in or preparedness for working with youth.

7. **Five sets** of *biographies of key project personnel*, including artists. Each set should be no longer than two pages; group several bios on one page. Do not substitute resumes for the required biographies. Label each page with the name of the lead organization.

8. **Five sets** of a *concise sampling of recent printed matter* that can demonstrate the artistic excellence of the participating artists and/or arts organizations [e.g., brochures, published articles, critical reviews (not press releases), repertory/exhibition lists, etc.]. Non-arts organizations that are lead organizations for an application also must submit material that shows evidence of their experience or ability in working with the arts, artists, or arts organizations. Photocopied material is acceptable.

Please do not send work samples (e.g., slides, audio or video cassettes, scripts, etc.) with your application. The Arts Endowment may request additional information, including work samples, if needed for review.



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BASIC INFORMATION

Is this your first application to the Arts Endowment (check one)? ☐ No ☐ Yes

If no, please check here if your name or address has changed since your last application: ☐

Have you received an ArtsREACH grant before? ☐ No ☐ Yes

Have you received a federal grant before? ☐ No ☐ Yes

Applicant (official IRS name):

Mailing Address: Street Address (if different):

Taxpayer ID Number (9-digit number): World Wide Web Address:

For this application, the applicant is serving as a (check if applicable): ☐ Fiscal Agent ☐ Parent of a Component

If you have checked one of the boxes above, list here the group or entity on whose behalf you are applying:

Creative Links: Positive Alternatives for Youth (3 - 90)

Project Discipline (check one):

☐ Dance (01) ☐ Literature (10) ☐ Opera (03A) ☐ Multidisciplinary (14)

☐ Design (06) ☐ Media Arts (09) ☐ Theater/Musical Theater (04)

☐ Folk & Traditional Arts (12) ☐ Music (02) ☐ Visual Arts (05)

List of partners for the project:

Summary of project:

Period of Support 09/01/00 to: 08/31/01

Amount Requested (check one): ☐ \$5,000 ☐ \$10,000 Total Project Costs: \$

Lead organization's total organizational operating expenses for the most recently completed fiscal year: \$

For year ending (Month/Year): /

Project Director: (Check one) ☐ Mr. ☐ Ms.

First Last

Title:

Telephone: () ext. Fax: () E-Mail:

I have read and agree to comply with the terms under "Authorizing Official" on page 9 of these guidelines.

Authorizing Official: (Check one) ☐ Mr. ☐ Ms.

First Last

Title:

Telephone: () ext. Fax: () E-Mail:

Signature of Authorizing Official: Date: / /

INSTRUCTIONS FOR THE BASIC INFORMATION FORM

APPLICANT:

The applicant is the lead organization that is submitting this application. Type your organization's name and address in the spaces provided. The name provided here and at the top of each page must be identical to the applicant's legal name in the IRS determination letter for tax-exempt status or in the official document that identifies the organization as a unit of state or local government, or as a federally recognized tribal community or tribe. If you indicate that your name has changed, you must provide the IRS documentation that proves this. If the applicant uses a popular name that is different, you may note that name in parentheses after the IRS name.

If you are a fiscal agent or a parent organization that is applying on behalf of a sponsored organization or component, do not list the name of the sponsored organization or component here; you will be asked to provide it in the section "For this application, the applicant is serving as a" below.

TAXPAYER ID NUMBER:

Also known as "Employer Identification Number." Enter the 9-digit number that was assigned by the Internal Revenue Service; do **not** use a Social Security Number.

FOR THIS APPLICATION, THE APPLICANT IS SERVING AS A *(check if applicable; otherwise leave blank):*

- **Fiscal agent for another organization** that does not have its own nonprofit status but otherwise meets the eligibility requirements. Check the "Fiscal

Agent" box and enter the name of the group on whose behalf you are applying in the space provided. Items that relate to the official applicant should refer to the fiscal agent.

- **Parent institution applying on behalf of an eligible separate component** (e.g., an art museum located on a university campus). Check the "Parent of a Component" box and enter the name of the component in the space provided. Items that relate to the official applicant should refer to the parent organization.

PROJECT DISCIPLINE:

Check the **one** box that best represents the discipline of your project.

LIST OF PARTNERS FOR THE PROJECT:

List here those organizations and agencies that make up the core group that is working together and providing resources for your project.

SUMMARY OF PROJECT:

In this space, briefly describe how you plan to use the Arts Endowment and matching funds.

PERIOD OF SUPPORT

Period of support is September 1, 2000 through August 31, 2001. This has been completed for you. (The project must occur any time between these dates.)

AMOUNT REQUESTED:

Indicate whether you are requesting \$5,000 or \$10,000 from the Arts Endowment. This is a restatement of the Amount Requested on page 16.

TOTAL PROJECT COSTS :

This is a restatement of the Total Project Costs on page 16. Note that grants require a match of **at least** 1 to 1.

TOTAL ORGANIZATIONAL OPERATING EXPENSES FOR THE MOST RECENTLY COMPLETED FISCAL YEAR:

If you are a fiscal agent or a parent organization, provide this information for the group or component on whose behalf you are applying. Unaudited figures are acceptable.

AUTHORIZING OFFICIAL:

The Authorizing Official is the official of the applicant/lead organization who has the legal authority to obligate the organization. This individual should read the information below carefully. By signing and dating the form where indicated, he or she:

- 1) Certifies that the information contained in the application, including all attachments and supplementary material, is true and correct to the best of his/her knowledge.
- 2) Certifies that the applicant meets the Legal Requirements on page 23.
- 3) Certifies that the applicant is in compliance with the Assurance of Compliance requirements on pages 23 - 24.
- 4) Agrees that the applicant, if a former grantee, will comply with Arts Endowment requirements relating to the submission of Final Reports on completed grants.

APPLICATION NARRATIVE, PART 1

Type your narrative in the space provided; do not type outside the box.

Applicant (official IRS name):

- a) 1) Describe your project. What are the project objectives and expected results? What is your estimated schedule for the project?
- 2) Describe the community (demographics, industry, social and cultural environment, etc.) that the project will serve. If project activity will take place outside your community, identify the location(s) where it will occur.
- 3) Describe the youth population that the project will serve, including the age range and any challenges that currently exist. What is the identification or nomination process for selecting youth participants? What is the ratio of on-site artists/instructors to youth participants? What methods are used to determine if the project activity is meaningful and of interest to youth participants?

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APPLICATION NARRATIVE, PART 2

Type your narrative in the space provided; do not type outside the box.

Applicant (official IRS name):

- b) 1) Discuss the project partnership. What are the responsibilities of each partner? How have the artists and the partners been involved in the development of the project to date? Describe any previous experience with the same partnership, or with partnerships that benefited youth. Are there other specialists (guidance counselors, social workers, health care professionals) assigned to work with the project participants? What are the resources (facilities, equipment, supplies) involved?

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APPLICATION NARRATIVE, PART 3

Type your narrative in the space provided; do not type outside the box.

Applicant (official IRS name):

- c) Describe the artistic achievement of the artists and arts organizations that will be participating in your project.
- 1) Describe any previous experience that participating arts organizations may have that is directly related to providing positive alternatives for youth.
 - 2) Briefly note any awards or recognition that participating artists/arts organizations may have received (e.g., from regional, state, or local arts agencies; service organizations; civic groups; a state arts agency roster, etc.) or relay any other information that may help reviewers assess the artistic quality of your project. (Do not submit work samples.)

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PROJECT BUDGET

(Read the instructions on page 17 before you start. Note that "1. Amount Requested from the Arts Endowment" plus "7. Total match for this project" must equal "4. Total project costs.")

Applicant (official IRS name):

1. Amount Requested from the Arts Endowment (check one): ☐ \$5,000 ☐ \$10,000

SUMMARY OF ESTIMATED COSTS:

2. Salaries and wages

Title and/or type of personnel/ Affiliation	Annual or average salary range	% of time devoted to this project	Amount
--	-----------------------------------	--------------------------------------	--------

Fringe benefits

Total salaries and wages a. \$ _____

Total fringe benefits b. \$ _____

TOTAL SALARIES, WAGES, AND FRINGE BENEFITS (a. + b.) \$ _____

3. Other expenses (List major items. Include rental of space or equipment, telephone, photocopying, postage, supplies and materials, transportation of items and personnel, consultant and artist fees, honoraria, contractual services, documentation expenses, sign-language interpretation, closed or open captioning, and large-print brochures/labeling)

TOTAL OTHER EXPENSES \$ _____

4. Total project costs (2. + 3.) \$ _____

MATCHING FUNDS:

5. Cash match (Identify items and sources)

Total cash match \$ _____

6. Donated space, supplies, volunteer services (Items listed here also must be included in the Summary of Estimated Costs above; identify items and sources)

Total donations \$ _____

7. Total match for this project (5. + 6.) \$ _____

INSTRUCTIONS FOR THE PROJECT BUDGET FORM

Note: Organizations may not receive grants from more than one Arts Endowment funding program for the same expenses.

1. Amount Requested from the Arts

Endowment: Indicate whether you are requesting \$5,000 or \$10,000.

SUMMARY OF ESTIMATED COSTS

is a statement of the direct costs that are identified specifically with the project. (If you have a current federal indirect cost rate, and wish to use it, contact the Arts Endowment at 202/682-5700.)

2. **Salaries and Wages** cover compensation for personnel, administrative and artistic, who are paid on a salary basis. Salaries and wages for performers and related or supporting personnel must be estimated at rates no less than the prevailing minimum compensation as required by the Department of Labor regulations. (See “Legal Requirements” on page 23.) *Salaries and wages that are incurred in connection with fund raising are not allowable project expenses; do not include them in your budget.* Funds for contractual personnel and compensation for artists who are paid

on a fee basis should be included in “3. Other expenses,” not here.

List the title and/or type of personnel and the portion of their salaries and wages that will be devoted to the project. Identify the partner organizations associated with each position. *Example:*

Example:

Title and/or type of personnel/ Affiliation	Annual or average salary range	% of time devoted to this project	Amount
Executive Director, ABC Arts Council	\$30,000 per yr.	10%	\$3,000
Program Staff (2), XYZ Community Organization	\$15-20,000 per yr.	20-30%	\$9,000

Fringe benefits are those costs other than wage or salary that are attributable to an employee, as in the form of pension, insurance, etc.

3. **Other expenses** include rental of space or equipment, telephone, photocopying, postage, supplies and materials, transportation of items and personnel, consultant and artist fees, honoraria, contractual services, documentation

expenses, sign-language interpretation, closed or open captioning, and large-print brochures/labeling.

Group similar items together on a single line, with only one total cost. List consultant and artist fees,

honoraria, or contracts for professional services on consecutive lines; do not scatter them throughout the list. Specify the number of persons and the applicable fee, rate, or amount of each. *Example on next page:*

Example:

Artists' stipends (2 @ \$300-500 per week/10 weeks)	\$8,000
Project Manager (1 @ \$100 per day/10 days)	\$1,000
Transportation for youth (20 @ \$5 per week/10 weeks)	\$1,000
Space – in-kind donation listed below in item 6. (\$100 per week/10 weeks)	\$1,000
Security/Maintenance (1 @ \$150 per week/10 weeks)	\$1,500
Registrar/Counselor (1 @ \$75 per day/10 weeks)	\$3,750
Project supplies (fabric, paint, sewing machine lease)	\$ 550
Office supplies/Insurance	\$ 450
Documentation (photographer fee, film, printing)	\$ 475

Do not include fund raising, entertainment, fines and penalties, bad debt costs, marketing expenses that are not directly related to the project, contingencies, miscellaneous, or costs incurred before the beginning of the official grant period.

MATCHING FUNDS:

Each Arts Endowment grant must be matched at least dollar-for-dollar by the grant recipient. For example, if you receive a \$5,000 grant, you must provide at least \$5,000 toward the project from other sources. These matching funds may be all cash or a combination of cash and non-cash donations as detailed below.

5. **Cash match** refers to the cash donations (including items or services that are provided by the lead organization and its partners), grants, and revenues that are anticipated for this project. Do not include any Arts Endowment or other federal grants that are anticipated or received. Where possible, identify sources.

6. **Donated space, supplies, volunteer services** (also known as **in-kind contributions**) are goods and services that are donated by individuals or organizations other than the lead organization and its partners.

To qualify as matching resources, these same items also must be included in the "Summary of Estimated Costs" portion of the project budget. The dollar value of these non-cash donations should be calculated at their verifiable fair-market value. Identify sources.

NOTE:

Item 1. + item 7. must equal item 4.
Check your math.

ORGANIZATION & PROJECT PROFILE

Applicant (official IRS name): _____

This form is used by the National Endowment for the Arts to develop statistical profiles of the applications it receives. Your responses will not be a factor in the review of your application. **RECORD YOUR RESPONSES TO THE RIGHT OF YOUR SELECTION.**

PART I This section requests information about the lead organization. If you are a fiscal agent or a parent organization, your responses should relate to your organization, not the group or component on whose behalf you are applying.

A. ORGANIZATIONAL STATUS: Using the following list, identify the one item which best describes the legal status of the organization:

Nonprofit organization 02 ☐ State government 05 ☐ County government 07 ☐
Municipal government 08 ☐ Tribal government 09 ☐ None of the above 99 ☐

B. ORGANIZATIONAL DESCRIPTION: The following codes work in conjunction with the Organizational Discipline codes below (e.g., select "Performing Group" here, and "Theater" below to indicate that your organization is a theater company). Using the following list, select the one item which best describes the organization:

Artists' Community 49A <input type="checkbox"/>	Fair or Festival 14 <input type="checkbox"/>	Media - Film 11 <input type="checkbox"/>	School of the Arts 48 <input type="checkbox"/>
Arts Center 15 <input type="checkbox"/>	Foundation 30 <input type="checkbox"/>	(e.g., a cinema or film exhibitor)	Social Service 50 <input type="checkbox"/>
Arts Council or Agency 16 <input type="checkbox"/>	Gallery/Exhibition Space 10 <input type="checkbox"/>	Media - Radio 45 <input type="checkbox"/>	Organization (a governmental or private agency, e.g., a public housing authority)
(includes regional arts organizations)	Historical Society/Commission 28 <input type="checkbox"/>	Media - Television 46 <input type="checkbox"/>	
Arts Institute or Camp 49 <input type="checkbox"/>	Humanities Council or Agency 29 <input type="checkbox"/>	(e.g., a PBS station)	State-wide Assembly 17A <input type="checkbox"/>
Arts Service Organization 17 <input type="checkbox"/>	Independent Press 12 <input type="checkbox"/>	Museum - Art 08 <input type="checkbox"/>	Union or Professional Association 18 <input type="checkbox"/>
College or University 26 <input type="checkbox"/>	Library 27 <input type="checkbox"/>	Museum - Other 09 <input type="checkbox"/>	(includes artists' guilds, societies, etc.)
Community Service Organization 32 <input type="checkbox"/>	Literary Magazine 13 <input type="checkbox"/>	Performance Facility 07 <input type="checkbox"/>	None of the above 99 <input type="checkbox"/>
(a non-arts service organization, e.g., youth center, chamber of commerce, or YMCA)		Performing Group 03 <input type="checkbox"/>	
		Presenter/Cultural Series Organization 47 <input type="checkbox"/>	
		School District 19 <input type="checkbox"/>	

C. ORGANIZATIONAL DESCRIPTION: Using the following list, select the one item which best describes the organization's area of work in the arts (not the project for which it is applying):

Crafts 07 <input type="checkbox"/>	Media Arts – (audio/film/video) 09 <input type="checkbox"/>	Theater 04 <input type="checkbox"/>	Multidisciplinary 14 <input type="checkbox"/>
Dance 01 <input type="checkbox"/>	Music 02 <input type="checkbox"/>	Visual Arts 05 <input type="checkbox"/>	(more than one discipline)
Design 06 <input type="checkbox"/>	Musical Theater 03B <input type="checkbox"/>	Interdisciplinary 11 <input type="checkbox"/>	None of the above 99 <input type="checkbox"/>
Folk & Traditional Arts 12 <input type="checkbox"/>	Opera 03A <input type="checkbox"/>	(art forms/works integrating more than one discipline)	
Humanities 13 <input type="checkbox"/>	Photography 08 <input type="checkbox"/>		
Literature 10 <input type="checkbox"/>			

D. ORGANIZATIONAL RACE/ETHNICITY (OPTIONAL): Using the designations below, select the one item which best describes the predominant racial/ethnic identity of the organization. If at least half of the board, staff, or membership belongs to one of the listed racial/ethnic groups, use that designation. If no one group predominates, select "General".

American Indian or Alaska Native Asian A <input type="checkbox"/>	Black or African American Hispanic or Latino H <input type="checkbox"/>	Native Hawaiian or Other Pacific Islander White W <input type="checkbox"/>	General (No predominant racial/ethnic identity) G <input type="checkbox"/>
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ORGANIZATION & PROJECT PROFILE (cont'd.)

Applicant (official IRS name): _____

PART II—This section requests Information about the project

A. ARTS EDUCATION: Of the following responses, select the one that best characterizes the extent to which this project involves arts education (i.e., systematic educational efforts with measurable outcomes designed to increase knowledge and/or skills in the arts):

None	99 <input type="checkbox"/>	50% or more with activities primarily directed to:			
Some, but	02 <input type="checkbox"/>	K-12 Students	01A <input type="checkbox"/>	Adult Learners	01D <input type="checkbox"/>
less than 50%		Pre-Kindergarten Children	01C <input type="checkbox"/>	(Include teachers & artists)	Multiple Groups of Learners 01 <input type="checkbox"/>
				Higher Education Students	01B <input type="checkbox"/>

B. SCHOOL/AFTER-SCHOOL ACTIVITY: If your project involves pre-K through 12 students, answer the following questions by selecting yes or no; otherwise leave blank.

Will activity take place in a pre-K through 12 school facility?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Will activity take place outside the regular school day?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

C. ACTIVITY TYPE: Using the following list, select the one item which best describes the main activity of the project:

School Residency	20 <input type="checkbox"/>	Other Residency	21 <input type="checkbox"/>
Artist activities in an educational setting		Artist activities in a non-school setting	

D. PROJECT ACTIVITY: Provide an estimate, to the extent possible, for each of the following that is relevant to your project. Leave blank any items that are not applicable or that do not represent a significant aspect of the project.

# of Artwork(s) created to be created	_____	# of Exhibitions to be curated/presented	_____	# of Artists' Residencies to occur	_____
# of Concerts/Performances/Readings to be presented	_____	# of Artworks to be Restored/Documented	_____	# of Pre-K - 12 Schools expected to participate	_____

E. PARTICIPANTS/AUDIENCES BENEFITING: Provide an estimate, to the extent possible, for each of the following that is relevant to your project. Include only those persons expected to directly participate in or benefit from the project during the grant period. Leave blank any items that are not applicable.

# of Artists (include all members of performing groups)	_____	# of Teachers/Administrators # of Children/Youth (18 years or younger)	_____	Total # of Individuals (Includes artists, children/youth, teachers/administrators)	_____
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F. PROJECT DESCRIPTORS: Using the following list, select items that represent a significant aspect of the project. "Arts for Youth" has been preselected; you may select **up to three** additional items:

Arts for Youth Projects for young people 18 years of age or under	9L <input checked="" type="checkbox"/>	Arts for Inner-City Communities	9D <input type="checkbox"/>	Minority Programming Projects by non-minority organizations whose content clearly reflects minority groups or their heritage	9H <input type="checkbox"/>	Presenting The presentation of exhibitions, productions, etc., created elsewhere	9M <input type="checkbox"/>
Arts for "At Risk" Persons (Adults or Youth)	9E <input type="checkbox"/>	Arts for Rural Communities	9C <input type="checkbox"/>	Touring The movement of artworks or artists for performances, etc., to benefit audiences in different geographic areas	9B <input type="checkbox"/>	Computer/Digital Technology The use of new technology for the creation or dissemination of artworks, building a Web site, etc.	9A <input type="checkbox"/>
Arts for Individuals with Disabilities or Living in Institutions	9P <input type="checkbox"/>	Minority Outreach Outreach programs by non-minority organizations aimed at minority populations	9G <input type="checkbox"/>				

STATE ARTS AGENCIES LISTING

*State arts agencies provide
information on funding
opportunities and referrals to
experienced artists.*

Potential applicants are encouraged to contact their state arts agency for information on other funding opportunities and referrals to experienced artists.

Alabama State Council on the Arts
Agency Phone: 334-242-4076

Alaska State Council on the Arts
Agency Phone: 907-269-6610

**American Samoa Council on Arts,
Culture & Humanities**
Agency Phone: 684-633-4116

Arizona Commission on the Arts
Agency Phone: 602-255-5882

Arkansas Arts Council
Agency Phone: 501-324-9766

California Arts Council
Agency Phone: 916-322-6555

Colorado Council on the Arts
Agency Phone: 303-894-2617

**Connecticut Commission
on the Arts**
Agency Phone: 860-566-4770

Delaware Division of the Arts
Agency Phone: 302-577-8278

**DC Commission on the Arts
and Humanities**
Agency Phone: 202-724-5613

Florida Division of Cultural Affairs
Agency Phone: 850-487-2980

Georgia Council for the Arts
Agency Phone: 404-685-2787

**Guam Council on the Arts
and Humanities**
Agency Phone: 671-475-2242

**(Hawaii) State Foundation on
Culture and the Arts**
Agency Phone: 808-586-0300

Idaho Commission on the Arts
Agency Phone: 208-334-2119

Illinois Arts Council
Agency Phone: 312-814-6750

Indiana Arts Commission
Agency Phone: 317-232-1268

Iowa Arts Council
Agency Phone: 515-281-4451

Kansas Arts Commission
Agency Phone: 785-296-3335

Kentucky Arts Council
Agency Phone: 502-564-3757

Louisiana Division of the Arts
Agency Phone: 225-342-8180

Maine Arts Commission
Agency Phone: 207-287-2724

Maryland State Arts Council
Agency Phone: 410-767-6555

Massachusetts Cultural Council
Agency Phone: 617-727-3668

**Michigan Council for Arts and
Cultural Affairs**
Agency Phone: 517-241-4011

Minnesota State Arts Board
Agency Phone: 651-215-1600

Mississippi Arts Commission
Agency Phone: 601-359-6030

Missouri State Council on the Arts
Agency Phone: 314-340-6845



Montana Arts Council
Agency Phone: 406-444-6430

Nebraska Arts Council
Agency Phone: 402-595-2122

Nevada State Council on the Arts
Agency Phone: 775-687-6680

**New Hampshire State Council
on the Arts**
Agency Phone: 603-271-2789

**New Jersey State Council
on the Arts**
Agency Phone: 609-292-6130

New Mexico Arts
Agency Phone: 505-827-6490

**New York State Council
on the Arts**
Agency Phone: 212-387-7000

North Carolina Arts Council
Agency Phone: 919-733-2821

North Dakota Council on the Arts
Agency Phone: 701-328-3954

**(Northern Marianas)
Commonwealth Council for Arts
and Culture**
Agency Phone: 670-322-9982

Ohio Arts Council
Agency Phone: 614-466-2613

Oklahoma Arts Council
Agency Phone: 405-521-2931

Oregon Arts Commission
Agency Phone: 503-986-0082

**Commonwealth of Pennsylvania
Council on the Arts**
Agency Phone: 717-787-6883

Institute of Puerto Rican Culture
Agency Phone: 787-724-3210

**Rhode Island State Council
on the Arts**
Agency Phone: 401-222-3880

South Carolina Arts Commission
Agency Phone: 803-734-8696

South Dakota Arts Council
Agency Phone: 605-773-3131

Tennessee Arts Commission
Agency Phone: 615-741-1701

Texas Commission on the Arts
Agency Phone: 512-463-5535

Utah Arts Council
Agency Phone: 801-236-7555

Vermont Arts Council
Agency Phone: 802-828-3291

Virgin Islands Council on the Arts
Agency Phone: 340-774-5984

Virginia Commission for the Arts
Agency Phone: 804-225-3132

**Washington State Arts
Commission**
Agency Phone: 360-753-3860

**Arts & Humanities Section,
West Virginia Division of
Culture and History**
Agency Phone: 304-558-0220

Wisconsin Arts Board
Agency Phone: 608-266-0190

Wyoming Arts Council
Agency Phone: 307-777-7742

APPENDIX

LEGAL REQUIREMENTS

By law, the National Endowment for the Arts may support only those organizations that:

- Are tax-exempt. Organizations qualifying for this status must meet the following criteria:
 - (1) No part of net earnings may benefit a private stockholder or individual.
 - (2) Donations to the organization must be allowable as a charitable contribution under Section 170(c) of the Internal Revenue Code of 1954, as amended.

For further information, write the Internal Revenue Service's EP/EO Division, Customer Service, P.O. Box 2508, Cincinnati, OH 45201 or call the IRS office listed in your area.

- Compensate all professional performers and related or supporting professional personnel on Arts Endowment-supported projects at no less than the prevailing minimum compensation. [This requirement is in accordance with regulations that have been issued by the Secretary of Labor in part 505 of Title 29 of the Code of Federal Regulations. A copy of part 505 is sent to all grantees as part of the grant award package (or you can link to it through our Web site at <http://arts.gov>); part 505 does not provide information on specific compensation levels.]

- Assure that no part of any project supported by the Arts Endowment will be performed or engaged in under working conditions which are unsanitary or hazardous or dangerous to the health and safety of the employees involved.
- Comply with the federal requirements that are outlined in the Assurance of Compliance section below.

ASSURANCE OF COMPLIANCE

By signing the application form, the Applicant certifies that it is in compliance with the statutes outlined below and all related Arts Endowment regulations and will maintain records and submit the reports that are necessary to determine compliance. The Arts Endowment may conduct a review of your organization to ensure that it is in compliance. If the Endowment determines that a grantee has failed to comply with these statutes, it may suspend, terminate, and/or recover funds. This assurance is subject to judicial enforcement.

In accordance with federal statutes, regulations, and Arts Endowment policies, no program or activity receiving Endowment funds may exclude from participation, deny benefit to, or otherwise discriminate against any person on grounds of race, color, age, sex, national origin, or disability.



In accordance with federal statutes, regulations, and Arts Endowment policies, an organization receiving a grant under these guidelines must:

- Within thirty days of receiving a grant, assure compliance with the Drug-Free Workplace Act.
- If it controls or possesses Native American human remains and associated funerary objects, comply with the Native American Graves Protection and Repatriation Act, even if its grant from the National Endowment for the Arts is unrelated to the Act.
- Certify that neither it nor any of its principals has been debarred or suspended by any federal agency or department, nor been indicted or convicted of a criminal offense or had a civil judgment rendered against them for commission of a fraud or criminal offense in connection with a public transaction or contract; for commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, false statements, or receiving stolen property; or had any public transactions terminated for cause or default.
- Certify that it is not delinquent in the repayment of any federal debt, or if it is, provides explanatory information. Examples of relevant debt include delinquent payroll or other taxes, audit disallowances, and benefit overpayments.

If your project, including the planning stage, has environmental implications, (e.g., an arts festival in a park or the commissioning and installation of an outdoor sculpture), you may be requested to provide information to the Arts Endowment in response to specific questions in accordance with the National Environmental Policy Act.

If your project includes the planning or major renovation of any structure that is eligible for or on the National Register of Historic Places you may be asked to provide additional information on your project to ensure compliance with the National Historic Preservation Act. This law also applies to planning for new construction that would affect historic properties.

REPORTING BURDEN

The public reporting burden for this collection of information is estimated to average 10 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The Arts Endowment welcomes

any suggestions that you might have on improving the guidelines and making them as easy to use as possible. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: Office of Guidelines & Panel Operations, Room 516, National Endowment for the Arts, Nancy Hanks Center, 1100 Pennsylvania Avenue, NW, Washington, DC 20506-0001. Note: Applicants are not required to respond to the collection of information unless it displays a currently valid U.S. Office of Management and Budget (OMB) control number.